

REAL PROPERTY AIDE P.T.

Code No.: 6-18-015

NON-COMPETITIVE for Town of Greece part-time only  
AF; 12/22/05

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position responsible for assisting in preparing residential property tax valuations and maintaining related records and documents. The position differs from the higher Real Property Appraiser, in that assignments are restricted to residential property and other duties are more limited in scope. The employee reports directly to and works under general supervision from, the Town Assessor. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Conducts field inspections of real property to verify measurements and compliance with building permits;

Completes reports and check lists;

Reports discrepancies in building locations, topography, exterior buildings, etc.;

Reviews deeds and other property records to extract relevant information;

Reviews outside appraisal reports and may prepare preliminary assessments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CAHRACTERISTICS: Working knowledge of modern principles and practices of real property appraisal for tax purposes; working knowledge of real property terminology; ability to read plans, maps and diagrams; ability to prepare short reports and written materials; tact; courtesy; good judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

ADOPTED: February 18, 1988